



Tips for Directors Requesting a Workplace Specialist License

Workplace Specialist has only two (2) licensure levels: Initial Practitioner and Proficient Practitioner.

Use only the most current Workplace Specialist V-90 A application form.

We will automatically send any requests on older forms back. Feel free to photocopy the application form as needed.

Make sure all work experience is on company letterhead and includes the job duties/job titles, number of hours worked (per week is acceptable), and the dates of employment.

Have your applicant start the process for obtaining a criminal history check as soon as possible once you have made the hiring decision.

We have been told that the process with the State Police Central Repository takes about two weeks.

Send all items including application, transcript, criminal background check, fee (certified check or money order), and any other relevant items in to our office in the same packet. This helps our mail clerk and avoids the mail-tag game. Remember, the Workplace Specialist Initial Practitioner license requires two (2) fees: an evaluation fee and a processing fee.

Always send official transcripts when requesting an original Workplace Specialist if your applicant has a degree even if the degree is not relevant to the area requested on the license.

Because we must place the highest degree earned on the license, we need the transcript. If the transcript has the seal and signature of the registrar, we can accept it. Also, make sure the transcript is complete with the degree earned.

Make sure that all forms (V-90A, PDP, etc.) are signed by the appropriate university teacher trainer and appropriate area vocational director.

Make sure your applicant moving from Workplace Specialist Initial Practitioner to Workplace Specialist Proficient Practitioner has completed the following: 45 hour Teacher Seminar and testing requirements, IMAP (including successful completion of the portfolio), and development of a Professional Development Plan.

If you have an applicant with two (2) or more years of teaching experience under a valid license in a K-12 setting, that individual may be eligible for a Workplace Proficient Practitioner license.

Send in the right amount of money in the right form.

Evaluations for the original Workplace Specialist Initial Practitioner license are \$35. Once the applicant receives the evaluation letter, we will ask for an additional fee of \$35 for issuance of the license. An individual who holds a Workplace Specialist Initial Practitioner who is ready to move to the Workplace Specialist Proficient Practitioner needs to send us a fee of \$35. All fees must be in the form of a money order or certified check.

Strongly encourage your Workplace Specialist Initial Practitioner applicant to contact his/her university teacher trainer as soon as possible upon receiving the license.

Completion of the seminar is a required part of the process. The individual cannot move on to the second year of IMAP without that.

Remember the deadlines for entering Workplace Specialist Initial Practitioner teachers into IMAP. You will follow the same procedures used for other licensure areas. The enrollment is online and WSIP teacher needs to be entered each year of the IMAP process.

When in doubt, call.

We are happy to answer your questions about the Workplace Specialist license. Our telephone number is (317) 232-9010. In addition, university teacher trainers and area vocational directors can be very helpful in answering your concerns.